

**CITY OF SAN ANTONIO**  
**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

**Contractor Application Requirements**  
(Electrical Contractors / Electrical Sign Contractors)

**REQUIRED INFORMATION for initial registration of an Electrical Contractor and/or Electrical-Sign Contractor with the City of San Antonio is listed below.**

**1. The following individuals must be present:**

- a) Person whom the Electrical/Electrical-Sign Contractor's license was issued to by the Texas Department of Licensing (TDLR).
  - The owner may be an official officer of the business. (ie; president; treasurer)
- b) Person who is the responsible Master Electrician of Record for the Contractor's license (if not the same person).

**2. Applicant (*Licensed State Contractor*) must submit a complete and notarized application, and include the following information:**

- a) **Copy of the State Contractor's License Certificate** will be required at the time of application. (Electrical Contractor or Electrical Sign Contractor)
- b) **Copy of the State Master of Record License Certificate** will be required at the time of application. (Master Electrician or Master Sign Electrician)
- c) **Liability insurance** will be required at time of application
  - *MUST BE* Typed (by the insurance company), Current, and in the minimum amount required by the Texas Department of Licensing
  - *MUST LIST* the City of San Antonio designated as the Certificate holder (This will assure us proper notification from Insurance Company, if insurance were to be cancelled while Contractor's License is on active status within our jurisdiction)
  - *MUST LIST* the *State Contractor's License Holder's Name* with the *State Contractor Business Name* (not the master of record)
- d) **Registration fee** will be required at time of application.
  - \$85.00 (Note: check or money order should made out to the City of San Antonio)

**NOTE:** Information on application must be identical to what is listed on the licenses issued by TDLR and or as listed on the TDLR website.

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PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

**Electrical Contractors / Electrical Sign Contractors  
Supplemental Information**

The applicant will be responsible for following all adopted codes and standards for the City of San Antonio. Copies of chapter 10 entitled “Electricity” and chapter 28 entitled “Signs and Billboards” of City Code can be viewed on our Planning and Development Services Department website at [www.sanantonio.gov](http://www.sanantonio.gov) or on the Municode website at [http://www.municode.com/Resources/online\\_codes.asp](http://www.municode.com/Resources/online_codes.asp)

The applicant will also be responsible for being familiar with the guidelines and rules of the City Public Service Handbook (utility company). Contact CPS, Customer Service at 210-353-3333 to obtain the handbook.

The City of San Antonio will enforce all rules outlined by TDLR regulating electrical licenses along with those outlined in the Chapter 10 “Electricity” and Chapter 28 “Signs and Billboard” Codes. (Example: licenses in possession at all times along with photo I.D, and proper identification required on all vehicles)

**Renewal Fee** will be \$85.00 and will be subjected to the following items being current and in good standing.

- Current insurance
- Current state contractor’s license
- Current master electrician’s license

**NOTE:** It is the responsibility of the license holder to renew their state licenses.

**Development and Business Services Center is located at:**

1901 South Alamo St. 1<sup>st</sup> floor  
San Antonio, TX 78204

Maps showing areas covered by each inspector along with phone numbers are available upon request at the application counter.

Questions can be directed to Ray Martinez, Chief Electrical Inspector, at 210-207-8286 or e-mailed to: [ray.martinez@sanantonio.gov](mailto:ray.martinez@sanantonio.gov).



City Of San Antonio  
Planning and Development Services Department  
1901 S. Alamo  
San Antonio, TX 78204

### INTAKE STAFF INFO

STAFF NAME: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_

## CONTRACTOR APPLICATION

CONTRACTOR APPLICANT INFORMATION		Electrical	Sign
NAME:		TITLE:	
DATE OF BIRTH:	SSN:	PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
STATE CONTRACTOR'S LICENSE NUM.:		EXP. DATE:	
BUSINESS NAME:			
BUSINESS MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:		FAX:	
E-MAIL ADDRESS:			
MASTER ELECTRICIAN / MASTER SIGN ELECTRICIAN OF RECORD INFORMATION			
NAME:			
DATE OF BIRTH:	SSN:	PHONE:	
STATE MASTER'S LICENSE NUM.:		EXP. DATE:	
CURRENT ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:		FAX:	
E-MAIL ADDRESS:			
COMPANY PERSONNEL (AUTHORIZED PERSONNEL TO PULL PERMITS) To list more list/attach on a separate sheet.			
NAME:		TITLE:	
PHONE #:	Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:
NAME:		TITLE:	
PHONE #:	Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:
NAME:		TITLE:	
PHONE #:	Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:
CO-OWNER INFORMATION ( IF JOINT OWNERSHIP)			
NAME:		TITLE:	Phone #:
ADDRESS:			
CITY:	STATE:	ZIP:	
SIGNATURES			
SIGNATURE OF APPLICANT:			DATE:
SIGNATURE OF MASTER/MASTER SIGN ELECTRICIAN:			DATE:

Sworn to and subscribed before me, the undersigned authority, this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
State of Texas, Notary Public